



Job Description

Job Title: Head of Projects

Department: Projects

Reporting directly to: Director

Direct Reports: 2 x Senior Project Managers, 2 x PMs, and Assistant PMs.

Financial Authority: Responsible for ensuring delivery of projects within or below budget

Job Summary

To be responsible for business development, growth and procurement, ensuring profitable projects are tendered, won and fulfilled in the most cost effective manner. To provide and maintain a presence for Factory Settings within the industry with both clients and competitors being at the vanguard of future projects, developments and initiatives that adhere to Factory Settings ethos.

Job Content

1. To ensure Project Team communicate with all associated departments, incorporating their needs, materials, timelines and schedules into all project plans. To ensure these are recognised and implemented within overall business plan. To provide a weekly status report for Senior Management Team
2. To ensure compliance in contractual matters relative to Factory Settings, keeping abreast with relevant contractual law. To be responsible for continuous improvement of costing model system, process procedure.
3. To be responsible for review, development and maintenance of departmental policies, procedures, processes and improving internal communications. To ensure consistently high standard of client liaison. To represent Factory Settings at industry events as necessary.
4. To be responsible for the leadership, performance, line management, recruitment, training, development, Appraisal, 1 2 1's and support of direct reports. To ensure Senior Project Managers undertake their responsibilities in these areas.
5. With the Senior Management Team to develop and communicate mid to long-term plans for the Company, encompassing project team information.
6. With the Senior Management Team, to prepare, implement, and monitor the annual budget to ensure that budget targets are met, that revenue flows are maximised and that fixed costs are minimised.
7. With the Senior Management Team to develop, implement and maintain the Company Strategic Plan.
8. To undertake any other reasonable task requested.